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HQ. INSTRUCTION SHEET

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PERSONNEL



SECTION I: GENERAL

1. PERSONNEL ADMINISTRATION

- a. GENERAL. It is Agency policy to have a personnel management system that is responsive to the changing needs of the Agency and the intelligence profession. Within the personnel management system, the following principles will be applied:

- (1) Adherence to Federal personnel policies and statutory requirements applicable to Agency activities
- (2) Equitable treatment of Agency personnel
- (3) Open and full communications in the conduct of the Agency's personnel business
- (4) Effective and economical use of manpower resources, through systematic personnel planning, goal setting, and integration of personnel and financial management
- (5) Maximum personnel usage and development consistent with Agency requirements
- (6) Advancement of the most talented employees
- (7) Separation of those who are either inadequate in performance or, as circumstances require, are in excess to the needs of the Agency

The personnel system will be designed and administered in a way that will provide flexibility in meeting component needs while ensuring full consideration of the Agency's mission and objectives.

- b. PERSONNEL RESPONSIBILITIES. Personnel management is an integral part of overall management and a primary responsibility of all individuals who plan, direct, or supervise the work of Agency employees. The Director of Central Intelligence has the ultimate responsibility for personnel management within the Agency. Much of the authority given the Director regarding personnel matters has been delegated to the extent compatible with the provisions of law and in accordance with the regulations as follows:

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- (1) The CIA Management Committee will review the operation of the personnel system in the directorates and consider proposals concerning new objectives, programs, and recommendations for action to the Director.
- (2) The Director of Personnel is responsible for the formulation of Agency personnel management goals, policies, and programs. He provides leadership for improving the effectiveness and flexibility of personnel management and assuring its consistency among the various Career Services of the Agency while at the same time giving due regard to their differing needs.
- (3) The Director's designated representative and each of the Deputy Directors are Heads of their respective Career Services and are responsible for the application and functioning of the Agency's personnel program as it applies to employees under their career jurisdiction. They will exercise the following specific career service responsibilities:
 - (a) Develop and disseminate uniform promotion criteria.
 - (b) Establish an appropriate Career Service panel structure and procedure to conduct, at least annually, the evaluation and ranking of professional personnel.
 - (c) Provide the evaluation panels with uniform ranking criteria that will identify employees with the highest and least potential and those in between. Normally, those having the lowest rankings will have this fact made known to them.
 - (d) Review periodically the evaluation activities and results.
 - (e) Establish Career Service personnel objectives in connection with personnel management evaluation systems such as Annual Personnel Plan (APP) and Personnel Development Program (PDP).
 - (f) Establish at the directorate level a program and criteria for the career management of supergrade personnel. The program will include a system to review annually supergrade personnel in personal rank assignments and to effect corrective action when needed.

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- (g) Create a Career Service-wide counseling program which provides
 - (1) counseling for employees whenever it is recommended in the course of an evaluation process;
 - (2) a visible counseling service where employees may go on their own initiative for career guidance and job assistance.
 - (h) Organize Career Sub-Groups below the directorate level as they are deemed appropriate to implement the personnel policies and programs of the Career Service. These Career Sub-Groups may be organized on either a grade, function, or program basis.
 - (i) Establish Career Service standards for selecting candidates to attend senior schools or courses.
 - (j) Establish Career Service policy and standards for approving external full-time and part-time training.
 - (k) Establish minimum training standards for managerial and occupational positions when training is considered necessary for job performance and employee development.
 - (l) Not used.
 - (m) Establish policy to facilitate inter-Career Service transfers and rotational tours.
 - (n) Establish policy guidance and procedures for recommending Honor and Merit Awards.
 - (o) Develop procedures for handling surplus employees to include appropriate counseling, retraining or reassignment, and notification of their surplus status.
 - (p) Establish a uniform grievance procedure for the Career Service.
- (4) The Head of each Career Service will establish a Senior Personnel Resources Board to advise him on personnel matters. It will assist him in formulating, managing, and evaluating personnel programs and activities in his

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Career Service. The board will be composed of the Deputy Director, three or more Operating Officials or staff officials of comparable responsibility, and a nonvoting senior personnel advisor, who will provide technical advice and assistance to the board.

- (5) Supervisory officials are primarily responsible for the day to day functioning of the Agency's personnel program and provide the essential communications link with the individual employee.

c. PERSONNEL OBJECTIVES. The recognition of common objectives gives meaning and direction to the Agency's personnel program, provides a basis of judgment for setting policies and areas of emphasis, and serves as a coordinating force to the Agency's personnel activities. The following are basic objectives:

- (1) To recruit within the full meaning of equal employment opportunity policies the best qualified individuals who have demonstrated ability or potential for development to serve present and future personnel requirements.
- (2) To maintain standards of conduct which expect employees to work to their full ability, to maintain a spirit of cooperativeness in their work, to be willing to serve the Agency's needs wherever and whenever required, and to adhere to exemplary standards of behavior in their private and official lives.
- (3) To provide employees with
 - (a) opportunities for making the best use of their training and experience;
 - (b) avenues for employment and advancement on the basis of ability and performance;
 - (c) equitable pay; and
 - (d) an environment in which individual employees receive opportunities and job satisfaction commensurate with their individual skills, abilities, and contributions.
- (4) To operate an Agency-wide evaluation program for determining those employees with the most and least potential and to identify those employees who fail to meet current work requirements or suitability standards and to separate equitably those whose continued employment is not in the national interest; and
- (5) To foster close and open communications between Agency officials and employees.

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REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
						Paragraph 2 is revised to eliminate the Career-Provisional category of employment and the selection procedures which govern conversion from Career-Provisional to Career Employee status.

Arrows in the page margin show the locations of the changes described above.

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2. CATEGORIES OF PERSONNEL. This paragraph sets forth the various categories of personnel employed or engaged by the Central Intelligence Agency.

a. STAFF PERSONNEL

(1) [No change]

(2) Staff personnel are appointed to one of the following categories, depending on the planned use of the individual's services, the expected time period that his services will be required, and his interest in and potential for career service with the Agency: Career Employee, Reserve Employee, and Temporary Employee. The conversion of an employee from one category of employment to another will be accomplished by the issuance of Form 1150, Notification of Personnel Action. The several categories of staff personnel are defined below:

(a) Career Employees

(1) Career Employees are staff personnel who demonstrate the potential for long-term service in the Agency by their job performance, personal conduct, evidence of intent, capability, and desire.

(2) During the first twelve months of employment, each employee's performance, conduct, and general character traits will be evaluated. If at any time during the trial period the Head of the employee's Career Service determines that the employee's performance, conduct, or general character traits are unsatisfactory, he will so advise the Director of Personnel in writing. The Director of Personnel thereupon will take action in accordance with subparagraph f(1) of [redacted]

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(b) Career-Provisional Employees [Deleted]

(b) Reserve Employees [Formerly (c) No change]

(c) Temporary Employees [Formerly (d) [No change]

b. NONSTAFF PERSONNEL [No change]

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REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
						Paragraph 3 is revised to reduce the number of Career Services to five while at the same time allowing Career Sub-Groups as determined by the Deputy Directors.
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3. THE CAREER SERVICES. This paragraph prescribes the organizational structure and responsibilities for administering the Career Service program of the Agency. As shown below, the Director's representative and the four Deputy Directors are each the Head of a Career Service which encompasses those positions which are identified by their functional responsibilities and those employees designated as members of their Career Service. Service Designations are used to identify staff personnel and positions within the Career Services or Career Sub-Groups as appropriate. The Career Sub-Groups listed are current as of the date of publication of this paragraph. In accordance with [REDACTED] they are subject to change if so determined by the heads of the Career Services concerned.

<u>CAREER SERVICE</u>	<u>HEAD OF CAREER SERVICE</u>	<u>SERVICE DESIGNATION</u>
Office of the Director	Director's Representative	E
Operations Career Service	Deputy Director for Operations	D
Intelligence Career Service	Deputy Director for Intelligence	I
<u>Career Sub-Groups</u>		
Basic and Geographic Intelligence		IB
Central Reference		ID
Current Intelligence		IC
Economic Research		IR
[REDACTED]		
Imagery Analysis		IA
Strategic Research		IX
Science and Technology Career Service	Deputy Director for Science and Technology	R
Management and Services Career Service	Deputy Director for Management and Services	M

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CAREER SERVICEHEAD OF CAREER SERVICESERVICE
DESIGNATIONCareer Sub-Groups

Management and Services
(GS-15 and below)

MG

Communications

MC

Finance

MF

Logistics

ML

Medical

MM

Personnel

MP

Security

MS

Training

MT

Joint Computer Support

MZ

- a. RESPONSIBILITIES OF HEADS OF CAREER SERVICES. As Heads of Career Services, the Deputy Directors and the Director or his designee, are responsible for managing and monitoring the application and functioning of the Agency personnel program as it applies to the members of their Career Service, including
- (1) developing such Career Sub-Groups as they deem appropriate to the effective performance of the uniform personnel responsibilities vested in them;
 - (2) through (7) [Former (1) through (6) No change]
 - (8) discharging the specific responsibilities prescribed for the Deputy Directors in 25X1A
- b. CAREER BOARD STRUCTURES AND OFFICIALS. The Head of each Career Service will establish Career Boards and Panels and will designate such Career Officials as he may consider necessary to perform competitive personnel evaluations and rankings and accomplish other personnel functions directed by him.
- (1) through (3) [Deleted]
- c. ASSIGNMENT OF CAREER SERVICE DESIGNATIONS
- (1) The Director of Personnel will ensure that Service Designations are recorded in the official records of staff personnel in order to identify such individuals with an appropriate Career Service and Career Sub-Group if appropriate.

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- (2) Service Designations are assigned to staff positions to identify them with an appropriate Career Service and to an established Career Sub-Group if appropriate. An employee may be assigned to a position having a different Career Service Designation than his own with the concurrence of the Head of the Career Service having jurisdiction over the position.
- (3) Individuals assigned for a tour in another Directorate or Independent Office will normally retain their Career Service Designations. If, however, after three years an employee has not returned to a position under the jurisdiction of his parent Career Service, his Career Service Designation will be changed as appropriate.

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REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
						Subparagraph 8b(2) is revised to replace Deputy Director with career jurisdiction by the Career Service Head.

Arrows in the page margin show the locations of the changes described above.

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REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
						Subparagraph 10c(5) is revised to change the policy regarding Career Service Grade Authorization.
						Subparagraph 10d is revised to change references of Executive Director-Comptroller to the Director and Director of Planning, Programming, and Budgeting to the Comptroller.
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SECTION II: STAFFING

10. ORGANIZATION AND MANPOWER CONTROLS. [No change]

a. and b. [No change]

c. DEFINITIONS

(1) through (4) [No change]

(5) Career Service Grade Authorization. The Career Service Grade Authorization (CSGA) of each Career Service reflects the maximum number of personnel authorized on duty at each GS grade level within the Career Service concerned or in subordinate Career Sub-Groups in Career Services where such Sub-Groups are identified. The CSGA is based upon the number of Agency staff manpower ceiling positions at each GS grade level that have been identified with the Career Service or the Career Sub-Group concerned. The CSGA is adjusted upward or downward, as necessary, to compensate for positions occupied by individuals whose Career Service Designations or Career Sub-Group Indicators are not compatible with the Designations of the positions to which they are assigned.

(6) [No change]

d. RESPONSIBILITIES

(1) [No change]

(a) [No change]

(b) determine the appropriate allocation of staff manpower ceilings among the components under his jurisdiction within the directorate ceiling issued by the Director;

(c) within the time period specified by the Director identify to the Director of Personnel those positions that are in excess of a reduced staff manpower ceiling;

(d) make shifts in manpower which are within the manpower ceiling allocated to the directorate, without prior approval, provided that such changes have no manpower implications for another directorate or do not entail a significant organizational change. The

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Comptroller and the Director of Personnel will immediately be notified of such changes with the reasons therefor;

- (e) present proposals for significant organizational changes or for changes in manpower ceilings which are not within the manpower ceiling allocated to the directorate to the Director for approval. Proposals should be forwarded, with appropriate justification through the Comptroller. [No further changes in paragraph.]
 - (f) within the framework of the guidelines provided by the Director and/or the Comptroller, include proposed manpower requirements as a part of the directorate program and budget submission;
 - (g) [No change]
- (2) [No change]
- (a) within the framework of the guidelines provided by the responsible Deputy Director and/or the Comptroller, include his proposed manpower requirements as a part of his program and budget submissions;
 - (b) develop and forward (as requested in the Annual Program or Budget Call), to the Deputy Director concerned, his proposed component staffing complement or revisions thereto. Except under temporary situations where approval has been granted by the Director, the total number of ceiling positions will not exceed the staff manpower ceiling of the component concerned. When a Component Chief proposes to establish, abolish, or change the Career Service Designation, Career Sub-Group Indicator or grade of a position under his operating control which has another Career Service Designation, he will notify the Head of that Career Service as soon as practicable in order that the Head of the Career Service may make appropriate recommendations;
 - (c) [No change]
- (3) [No change]
- (4) The Director of Personnel will

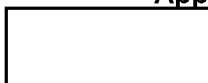
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- (a) authenticate and issue staffing complements and revisions thereto, subject to the approval of the Director when proposals would result in increases in the authorized average grade or in the number of authorized positions at grade GS-14 or above, in significant changes in organizational structure, or in changes affecting another directorate;
 - (b) and (c) [No change]
 - (d) evaluate proposals for establishing or changing the number, grade, or allocation of supergrade and Scientific Pay Schedule positions within the Agency and transmit proposals to the Director with recommendations;
 - (e) and (f) [No change]
 - (g) collaborate with the Comptroller in implementing the Agency's manpower control program;
 - (h) project long-term Agency manpower requirements by numbers, skills, and occupational fields on the basis of information provided by the Comptroller, the directorates, and other appropriate sources;
 - (i) collaborate with the Comptroller in evaluating on a continuing basis manpower utilization throughout the Agency.
- (5) The Comptroller will
- (a) review proposals for significant organizational changes and changes in manpower ceilings which have budgetary, manpower, or program implications among two or more directorates and submit appropriate recommendations to the Director;
 - (b) review and recommend action to the Director on proposals involving establishment or upgrading of positions which would exceed either the authorized average position grade or the number of authorized positions at grade GS-14 or above;
 - (c) notify the Director of Personnel of organizational and manpower ceiling changes which have been approved by the Director;
 - (d) [No change]

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- (e) in collaboration with the Director of Personnel, develop and recommend to the Director policies, techniques, and procedures necessary to ensure the operation of a continuing and systematic program of manpower control and reporting.

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REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
						<p>Subparagraph 17d is revised to state that concurrence of the Deputy Director or Head of Independent Office is no longer required when an employee is assigned to a position two grades above his own.</p> <p>Subparagraph 17f is revised to set forth new guidelines concerning employee reassignments.</p>
<p>Arrows in the page margin show the locations of the changes described above.</p>						

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SECTION III: MANAGEMENT OF STAFF PERSONNEL

17. ASSIGNMENT POLICY

a. through c. [No change]

d. ASSIGNMENT TO A POSITION OF HIGHER GRADE. An employee may occupy a position of a grade higher than his grade when

(1) and (2) [No change]

However, an employee will not under normal circumstances be assigned to a position which is more than two grades above his grade. Any proposed assignment which is an exception to this policy will be submitted for concurrence to the Head of the Career Service concerned before it is submitted with full justification to the Director of Personnel for approval.

e. [No change]

f. REASSIGNMENT. It is in the Agency's interest to assign Career Employees to positions where they can develop and apply their abilities to the maximum and obtain satisfaction through the achievement of Agency and personal objectives.

(1) The Director of Personnel publishes Vacancy Notices to advertise the qualification requirements of positions for which the Heads of Career Services wish to solicit candidates. Interested employees with the requisite qualifications are encouraged to inform the Director of Personnel of their desire to be considered for reassignment to such positions.

(2) An employee seeking reassignment within his Career Service should make this interest known to his Career Counselor. The Heads of Career Services will ensure that such requests for reassignment receive full consideration and that reassignments in the employees' interest are arranged whenever practicable in terms of the requirements of the service.

(3) Operating Officials will expedite the necessary arrangements to effect reassignments which have been determined desirable by the Career Service or Services concerned.

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- (4) The Director of Personnel will coordinate reassignment arrangements between Career Services when appropriate. The reassignment of an individual from one Career Service to another is made on the basis of the requirements of the Career Services involved and the career goals of the individual concerned. The Director of Personnel reassigns an individual from one Career Service to another only after consultation with the individual and the Heads of the Career Services concerned.

g. [Deleted]

g. and h. [Formerly h. and i. No Change]

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REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
						Subparagraph 20b is revised to delete the Career-Provisional category of employment and the procedures which required special reviews of Fitness Reports of employees in such status.
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20. PERSONNEL EVALUATION

a. GENERAL. [No change]

b. PERFORMANCE EVALUATION

(1) through (3) [No change]

(4) SUBMISSION OF REPORTS

(a) Fitness Reports for Career-Provisional Employees
[Deleted]

(a) Fitness Reports for Career and Reserve Employees

(1) Initial Report. Supervisors will prepare a Fitness Report, Form 45k, for each Career and Reserve Employee nine months after the employee's entrance on duty, unless a report had been prepared for some other reason within the previous 90 days. This report may be deferred up to 30 days if the employee has been under the jurisdiction of his supervisor for less than 90 days. In addition to the normal review, the report will be reviewed by the Operating Official concerned, or his designee.

(2) Annual Report. Supervisors will prepare a Fitness Report, Form 45, for each Career and Reserve Employee annually, unless a report had been prepared for some other reason within the previous 90 days. An annual report may be deferred up to 30 days if the employee has been under the jurisdiction of his supervisor for less than 90 days. Annual Fitness Reports should be submitted in accordance with the following schedule:

[No change in schedule.]

(b) Fitness Reports for Temporary Employees. [No change]

(c) Reassignment Report. [No change]

(d) Special Reports. [No change]

(5) through (7) [No change]

c. COMPARATIVE EVALUATION. [No change]

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REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
						Subparagraph 23b is revised to change the responsibility with regards to the management of super-grade personnel.
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23. MANAGEMENT OF SUPERGRADE PERSONNEL

a. POLICY [No change]

b. RESPONSIBILITIES

- (1) The CIA Management Committee is responsible for advising the Director of Central Intelligence on the productive use and development of supergrade personnel.
- (2) [Formerly (1) No change]
- (3) The CIA Supergrade Review Panel is composed of the four Associate Deputy Directors and a representative of the Executive Career Service. The panel is responsible for reviewing quarterly directorate and Executive Career Service supergrade and Scientific Pay Schedule vacancies and reassignment plans. The panel may make recommendations to the CIA Management Committee concerning plans and reassignments as the panel finds appropriate.
- (4) [Formerly (2) No change]

c. PROCEDURES FOR PROCESSING PERSONNEL ACTIONS [No change]

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<div style="border: 1px solid black; width: 100%; height: 100%;"></div>						Paragraph 28 is revised to delete the Career-Provisional category of employment and the procedures for the separation of employees in that category who failed to meet the Career employment standards of their Career Services.
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28. INVOLUNTARY SEPARATIONS

a. SCOPE. [No change]

(1) All those situations leading to a determination by the Agency of unsuitability of the employee such as

- (a) failure to meet the work and efficiency requirements of the Agency;
- (b) failure during the initial twelve-month trial period to demonstrate the qualifications required for regular assignment;
- (c) failure to meet Agency security standards;
- (d) inability to meet Agency medical standards;
- (e) abandonment of position;
- (f) insubordination;
- (g) inattention to duty;
- (h) poor attendance;
- (i) misuse of official funds;
- (j) a criminal act;
- (k) personal misconduct;
- (l) not used
- (m) other evidence of unsuitability.

(2) [No change]

b. and c. [No change]

d. CRITERIA

(1) and (2) [No change]

(3) THE THREE-YEAR PROVISIONAL PERIOD. [Deleted]

(3) [Formerly (4) No change]

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(4) STANDARDS OF CONDUCT. The Agency standards of employee conduct are prescribed in [REDACTED] Deputy Directors 25X1A will ensure that appropriate officials take or initiate corrective or disciplinary action as necessary or, if warranted, forward a recommendation for separation to the Director of Personnel if an employee fails to meet Agency standards of conduct. Whenever the Director of Personnel is informed that an employee has failed to meet Agency standards of conduct, he will, if the matter is of a serious nature, review the case with the Deputy Director responsible for the employee's organization of assignment and the Head of the employee's Career Service, if different. He may, in coordination with the Deputy Director concerned, conduct an investigation if this is required. If the Director of Personnel concludes that the individual should be separated, he will forward his recommendation with appropriate documentation through the Deputy Director concerned with the employee's organization of assignment and the Head of the employee's Career Service, and, if appropriate, to the Director of Central Intelligence.

(5) SELECTION OUT. It is the policy of the Agency to improve the overall level of employee performance by separating those employees whose qualifications and potential are low in comparison with those of other employees of the same grade and occupational category. Heads of Career Services are responsible for recommending the separation of personnel under their jurisdiction.

(6) [Formerly (7) No change]

e. RESPONSIBILITIES

(1) HEADS OF CAREER SERVICES. Heads of Career Services are responsible for identifying employees under their jurisdictions who should be considered for separation. They or their designated representatives will review each case with the Director of Personnel or his designated representative and, when deemed appropriate, recommend to the Director of Personnel termination of the individual's employment.

(2) through (4) [No change]

f. PROCEDURES

(1) DURING THE TRIAL PERIOD. Upon receipt by the Director of Personnel of written notification from the Head of

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the employee's Career Service that an employee's performance, conduct, or general character traits have been determined to be unsatisfactory during his trial period in accordance with [REDACTED] the 25X1A Director of Personnel or his designee will review the matter with that official or his designee. If upon such review the Director of Personnel concurs with the determination of the employee's shortcomings, he will terminate his employment.

(2) [No change]

(a) through (c) [No change]

(d) If the Director of Personnel decides not to recommend termination of the individual's employment following his review of the case, he will consult the Head of the Career Service as to another course of action. If the Director of Personnel concludes that termination of the individual's employment is to be recommended, he will advise the employee of that fact and forward the case to the Director of Central Intelligence for decision. In this event, the Director of Personnel will also notify the individual that he may file a written appeal of the termination recommendation with the Director within 10 days. 25X1A

(e) [No change]

(3) [No change]

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30. LEAVE AND OTHER ABSENCE. [No change]

a. and b. [No change]

c. RESPONSIBILITIES

(1) and (2) [No change]

(3) HEADS OF CAREER SERVICES OR THEIR DESIGNEES will

(a) through (c) [No change]

[No further changes]

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31. PAY. [No change]

a. SALARY ADMINISTRATION. [No change]

(1) and (2) [No change]

(3) STEP INCREASES. [No change]

(a) Regular Step Increases [No change]

(b) Quality Step Increases

(1) through (3) [No change]

(4) Approval

(a) The Head of the Career Service or his designee will consider each recommendation and determine whether the employee's performance merits a quality step increase. If he determines that it does, he will forward the supervisor's recommendation and his own statement of concurrence to the Director of Personnel.

(b) The Director of Personnel, on determining that the granting of the increase meets Agency requirements, will approve an action authorizing the quality step increase. He will inform the Head of the Career Service or his designee of the action taken. The increase will be effective at the beginning of the first biweekly pay period after the date of approval.

(4) and (5) [No change]

b. WAGE ADMINISTRATION. [No change]

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37. HONOR, MERIT, AND SERVICE AWARDS

a. through i. [No change]

j. PROCEDURES

(1) HONOR AND MERIT AWARDS

(a) through (c) [No change]

(d) Recommendations for a Certificate of Distinction will be forwarded and processed as outlined in subparagraphs j(1)(a) and (b) above. If, in the board's opinion, the Certificate of Distinction is the appropriate award, the signature of the Head of the individual's Career Service will constitute approval. If, in the board's opinion, a different award would be appropriate, the board will return the recommendation to the Head of the individual's Career Service for further consideration.

(e) Recommendations for a Certificate of Merit will be forwarded to the Head of the individual's Career Service, whose signature will constitute approval. Action by the Honor and Merit Awards Board is not required. [No further change in paragraph.]

(2) SERVICE AWARDS [No change]

k. through o. [No change]

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REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
						Subparagraph 44d is revised to eliminate Deputy Directors and Heads of Independent Offices from the responsibility outlined in the paragraph.
Arrows in the page margin show the locations of the changes described above.						

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44. CIVIL SERVICE RETIREMENT SYSTEM. [No change]
- a. through c. [No change]
- d. HEADS OF CAREER SERVICES. Heads of Career Services will
(1) through (3) [No change]
- e. through g. [No change]

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STATINTL

REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
						Paragraph 50c(3) is revised to eliminate the Deputy Director from the responsibility of determining whether an employee should be designated as a participant in the CIA's disability, Voluntary or Unvoluntary Retirement Program.
						Paragraph 50f(2)(b) revises the guidelines for recommending totally disabled or incapacitated pension for disability retirement.
Arrows in the page margin show the locations of the changes described above.						

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PERSONNEL

50. CIA RETIREMENT AND DISABILITY SYSTEM

a. and b. [No change]

c. AUTHORITIES AND RESPONSIBILITIES

(1) and (2) [No change]

(3) HEADS OF CAREER SERVICE. The Director of Personnel will obtain advice from the Head of the employee's Career Service before

(a) the designation of an employee as a participant;

(b) acting upon applications for disability or voluntary retirement;

(c) making recommendations for involuntary retirement or for disability retirement initiated by the Agency.

d. (4) [No change]
and e. [No change]

f. RETIREMENT FOR DISABILITY OR INCAPACITY

(1) [No change]

(2) INITIATION OF RETIREMENT ACTION

(a) [No change]

(b) By the Director of Personnel: In the event a participant appears to be totally disabled or incapacitated but fails or is unable to make application for disability retirement, the Director of Personnel will institute such action on his behalf. In such case, the Director of Personnel will obtain the advice of the Board of Medical Examiners, the Head of the employee's Career Service, and the CIA Retirement Board before making a recommendation to the Director;

[No further changes.]

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